



Kochenderfer Christian Day Care FAMILY HANDBOOK

WELCOME

Dear Family,

Welcome to Kochenderfer Christian Day Care (KCDC). We are a ministry of Kochenderfer United Methodist Church (KUMC). KCDC is a state licensed, not-for-profit, childcare facility. The center was established in 1997 to meet the growing need for quality child care, as well as to serve as an outreach to members of Kochenderfer's congregation and members of the community.

Thank you for choosing Kochenderfer Christian Day Care. We look forward to providing your child with a caring and enriching environment.

Sincerely,

The Staff of Kochenderfer Christian Day Care
717-273-3005
kcdcsara@gmail.com

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WELCOME TO KOCHENDERFER CHRISTIAN DAY CARE (KCDC). KCDC IS A STATE LICENSED, NOT-FOR-PROFIT, CHILDCARE FACILITY. THE CENTER WAS ESTABLISHED IN 1997 TO MEET THE GROWING NEED FOR QUALITY CHILD CARE.

ABOUT US

Vision

The vision of Kochenderfer Christian Day Care is to share the love of Christ with children and families in our community.

Mission

Kochenderfer Christian Day Care's mission is to build up the community through developing a strong Christian foundation in early learners. This is accomplished through serving with loving CARE in a **C**hristian community, with **A**cceptance and **R**espect for All while **E**ducating the mind and soul.

Certification

Pennsylvania Department of Human Services licensed

Star 4 facility in the Keystone STARS program

Pre-K Counts site

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

Child care services are provided from 6 AM to 6 PM Monday through Friday.

School age care will also be conducted at these times.

Holidays

We are closed for certain holidays: New Year's Day**, Good Friday, Memorial Day, Independence Day*, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day**.

(*If on a weekend, center will be closed on the federally observed holiday)

(**If on a weekend, center will be closed on the nearest weekday)

There will be early closings on Christmas Eve and New Year's Eve at 4:00pm.

Admission & Enrollment

All admission and enrollment forms must be completed and registration fee and first tuition payment paid prior to your child's first day of attendance.

A registration fee of \$25 is due per family, at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 6 weeks through 5th grade.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

Kochenderfer Christian Day Care believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make

every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, a Medical Care Plan, IFSP or IEP must be kept on file. We will use these documents to work together to ensure that the guidelines needed for successful implementation in the classroom are put into practice. Adult individuals who provide specialized services to a child with special needs are welcome to provide those services at the Center as specified in the child's IEP, IFSP or written behavior plan.

KCDC uses the resource Caring For Our Children: National Health & Safety Performance Standards, to the best of our ability for quality guidelines for Early Childcare Facilities.

Language Development for Preschool English Language Learners:

Essential to any preschool program for ELLs is effective instruction in language development. Children need explicit instruction in English vocabulary, as well as opportunities to hear and speak the language throughout the day. Examples of strategies are listed below.

5 Classroom Strategies: Language

Provide explicit, systematic instruction in vocabulary.

Children require multiple exposures to words in order to develop a rich understanding of their meaning and use. Teachers should make a point of introducing interesting new words for children to learn into each classroom activity (Tabors, 2008).

Presenting vocabulary thematically helps children make associations between words and scaffolds students' learning (McGee & Richgels, 2003).

Read-alouds that include explanations of targeted vocabulary can support word learning (Brabham & Lynch-Brown, 2002; Coyne, Simmons, Kame'enui, & Stoolmiller, 2004), as can dramatic play organized around a carefully chosen theme (Barone & Xu, 2008; Tabors, 2008).

Ensure that ELLs have ample opportunities to talk with both adults and peers and provide ongoing feedback and encouragement.

English language learners need lots of opportunities to engage in social interactions with other children, but they also need support from adults as they develop the language skills they need to negotiate those interactions (Ballantyne et al., 2008). You can use the following strategies to foster social interaction:

For group activities, pair English language learners with children who have strong English language skills, and make sure that all the children who speak the same home language (L1) are not grouped together (Barone & Xu, 2008).

Provide opportunities for self-directed activities so that ELLs can choose activities that match both their interests and their language abilities (Bunce & Watkins, 1995).

Encourage child talk by providing prompts when children need help in expressing themselves (e.g., "Tell Bobby, 'May I have the red crayon now?'").

Use open questions, or questions that can have multiple answers, to help ELLs expand their own utterances (e.g., "Why do you like this doll best?" instead of "What is this doll's name?").

Expose ELLs to rich language input.

Exposure to rich language, whether through shared book reading or through teacher talk, has been shown to enhance children's oral language development (Aukrust, 2007; National Early Literacy Panel, 2008). One effective strategy is for the teacher to provide an ongoing commentary on activities that are taking place in the classroom in order to expose children to language associated with the immediate context (Bunce & Watkins, 1995; Tabors, 2008).

Structure the classroom space and routine to provide scaffolding for ELLs' language learning.

Arrange the classroom in a way that supports each type of instructional activity that will take place, and then keep changes to the physical environment to a minimum. Once ELLs learn which activities take place in various parts of the classroom (e.g., centers, circle), the physical environment will cue them as to what they are to do and how they are to behave in that area (Barone & Xu, 2008).

Predictable classroom routines can also provide scaffolding for English language learners by allowing them to anticipate what will happen each day, including the type of language they will need for each activity (Bunce & Watkins, 1995; Tabors, 2008).

Non-Discrimination

At Kochenderfer Christian Day Care equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students. Complaints of discrimination may be filed with any of the following:

- Bureau of Civil Rights Compliance, DPW, P.O. Box 2675, Harrisburg, PA 17105
- PA Human Relations Committee, 101 S. 2nd Street, Suite 300, Harrisburg, PA 17105
- Office for Civil Rights, U.S. Dept. of Health & Human Services Region 111, P.O. Box 13716, Philadelphia, PA 19101

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. If release of information is requested, copies of the child's record will be given to the parent or other designated person.

Staff Qualifications

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows: Minimum two years of experience working with young children, Child Development Associate Credential (CDA), AA or BA in Education or another Human Services field. All staff members are required to have Child Abuse Clearances, Criminal Record checks, and FBI Fingerprinting. In addition, all staff participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Any arrangement (i.e. babysitting) between families and our staff outside the programs and services we offer is a private matter, not connected or sanctioned by Kochenderfer Christian Day Care.

Child to Staff Ratios

Children are supervised at all times. All staff receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff
≤ 11 months	<u>4 to 1</u>
12-23 months	<u>5 to 1</u>
2 year-olds	<u>6 to 1</u>
3-5 year-olds	<u>10 to 1</u>
Kindergarten through 3 rd grade	<u>12 to 1</u>
4 th - 5 th grade	<u>15 to 1</u>

Primary Care Groups

As Required by DHS regulations (3270.113(a)(1)) – “Each staff person shall be assigned the responsibility for supervision of specific children” The group of specific children will be the staff person’s primary care group. The staff person will be responsible for all feeding, diapering/ toileting, and other needs of the children in his/ her group. The staff member will also observe and document behaviors and growth of the children in his/ her group and communicate these observations to the parents.

Primary care groups allow for trusting relationships to be formed between staff and children as well as families and staff. Children learn to feel secure with his/her primary care provider and know that he/she will take care of any needs the child might have at any given time. Parents can know that their child is being taken care of and primarily one person is tracking behaviors, growth, and any possible concerns. Families know who to talk to at the end of the day regarding their child. In addition, families can form a partnership with the primary care provider to work towards providing environments both at home and school to nurture the child towards success.

A staff person will have primary responsibility for the children in his/her care but this does not mean exclusive care. All staff members are responsible for the safety and well-being of all the

children in his/her classroom. Primary care simply means that one staff person has primary responsibility for a set group of children but any staff person may intervene to help a child who has an immediate need. Staff persons should consult the primary care provider (if possible) when attending to a child not in his/her primary care group regarding current needs. Floaters and substitute teachers will assume the role of primary caregiver for a group of children when they are covering for another staff person. Information on each child (Getting to Know You Forms, cheat sheets for infants and toddlers, etc.) should be available in the classroom for all floaters and substitutes.

What do Primary Care Groups look like in your child's classroom?

- Photo ID tags for each child. IDs should be added to a key ring as the children arrive. These IDs will stay with the primary care provider throughout the day and be handed off to any floater or substitute so staff persons always know who is in their care. As children depart, ID tags will be removed from the key ring.
- Primary care groups identified and listed by teacher somewhere in the classroom.
- During the day, classes may separate into primary care groups for various activities. (i.e. circle time, gross motor time, structured group time, etc.)
- Continuous observation and documentation of growth and development recorded using Teaching Strategies Gold Online.

Communication & Family Partnership

Daily Communications. Communication between staff members and parents is highly encouraged. Families are urged to keep the center informed of significant events at home that may have an impact on the child. This will allow staff to deal tactfully and sensitively with each child in all situations.

Families and staff should verbally communicate both at arrival and departure. Families should share information regarding your child's previous night and morning (including but not limited to sleep, eating, health, etc.) during arrival. Teachers should share information regarding your child's day at the center at departure.

Each family will receive a daily schedule for the age of the enrolling child. As the child transitions to a new classroom, a new daily schedule will be given. Daily notes from center staff will keep you informed about your infant and toddlers' activities and experiences at the center. Notes may be sent home or posted in the child's classroom. If you would like a daily note for an older child, please notify the staff. A dry erase communication board is located in every classroom outlining what your child's class did on a specific day. Please check this for happenings as well as upcoming events and important reminders/ notices.

Bulletin Boards are located throughout the center. Bulletin boards provide center news, upcoming events, children's creative works, announcements, etc.

Email & Class Do Jo: We encourage you to provide an email address and to participate with Class Do Jo through your phone App so that we may send you announcements, event invitations, and general updates.

Family Resource Library. Our family resource library provides books and activities for families to gain ideas and experiences as well as increase their understanding of learning and development.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of

our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Activities. Family activities are scheduled throughout the year. These activities may include Christmas and Easter Programs, Grandparents lunches, end of the year parties and other fun-filled age-appropriate activities for families. Family activities allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur at least twice a year, fall and spring. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich Christian learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Kochenderfer Christian Day Care uses Creative Curriculum. In addition, teachers integrate Christian education into daily activities and lessons. Our teachers plan lessons and activities to meet the PA Early Learning Standards for infants through school-age. As part of curricula, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the

school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom.

Developmental Screening

Kochenderfer Christian Day Care uses the Ages & Stages Questionnaire. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

IEP or IFSP:

If your child has an IEP or IFSP and/or a special needs assessment written plan, we will work with you to meet the goals set forth in the plan. Teachers will use this information to individualize our classroom instruction to meet each individual need. Teachers and administrators are willing to participate in the IEP/IFSP meetings if your family chooses.

Outings and Field Trips

Weather permitting, we conduct at least 60 minutes of supervised outdoor play and/or walking trips around the neighborhood once or twice a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Note: Field trip transportation is contracted and not provided by our facility.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between classrooms

Children are transitioned to the next classroom based on age, developmental readiness, state licensing requirements, and space availability. You will receive communication when it is time to prepare for your child to move to a new classroom. During the transition, you will have the option to schedule a meeting with the current and future teachers to propose a plan to introduce your child into the new program. Typically, there is a two week period where your child will spend the morning in her new classroom and return to her current classroom for lunch and the afternoon.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, reading stories about school, and discussing feelings will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner.

Electronic Media

Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, and used to meet a developmental goal.

American Academy of Pediatrics guidelines prohibit any screen time for children under two. This includes TV, videos and computers.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our celebration policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. Families are welcome to send a snack to share with their child's class on birthdays or special occasions. Please inform your child's teacher in advance that you will be providing a special treat. Your child's teacher will then let you know if there are any food allergies in the class so you can bring in a snack suitable for all the children. KCDC is a peanut-free center so all snacks must not contain any peanut products.

Rest Time

Infants sleep according to their own schedule and will always be placed on their backs to sleep. When, in the opinion of the infant's physician, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Teachers will put the infant to sleep as specified in the written instructions. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to

adopt whatever position they prefer for sleep. Infants will not be allowed to sleep in bouncy seats, car seats, or swings.

After lunch, all children less than 6 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

General Procedure

Kochenderfer Christian Day Care is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Kochenderfer Christian Day Care has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Referrals

At time of enrollment all families will receive a list of community resources, including addresses and phone numbers. This list includes CCIS, WIC, local schools, libraries, and Intermediate Unit as well as MHMR.

If, at any time, a staff member or family member has a concern about the development and/or behavior of a child, a meeting will be set up with the family and teachers of that child. Documentation of behaviors or reasons for concern will be shared and discussed with the family. Information will then be given to the family in order for them to take the next steps in obtaining professional evaluation of the child.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly or monthly by 12 PM on the Friday **before** the week of care or the first Friday of the month if paying monthly as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$25 is due upon enrollment.

Payment may be made online or automatic withdrawal through My ProCare or Tuition Express. Check, money order, and cash are also accepted and should be placed in the payment box located directly outside the office of the Office Coordinator. We also accept families with funding through State and Military Agencies. Checks should be made payable to Kochenderfer Christian Day Care (KCDC). **Please write your child's name and the time period it is intended to cover in the memo section of your check and on the envelope.**

***Child Care Information Services (CCIS) provides child care funding assistance to eligible families. Call 274-6552 for eligibility requirements.

Discounts: (You may receive one of the following discounts)

- 5% discount for those who pay monthly. Monthly payments starting after January will be prorated for the remainder of the calendar year. The discount will be calculated by the Director and reflected in your tuition agreement.
- 5% family discount: This discount will be applied to the oldest sibling attending the center. The discount will be calculated by the Director and reflected in your tuition agreement.
- 10% discount for active members of KUMC who have attended KUMC for at least 6 months. Active membership must be verified by the Senior Pastor. For an application and more information, please see the Director.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$10 will be added to your next tuition payment. If your account has not been paid in full within 5 business days, your child may be suspended from the program.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 10 business days past due, your child's care may be terminated. Full payment will need to be made before returning to care. If there is a waiting list for care, the child may not be able to return immediately, but will go on the waiting list. In the case where re-enrollment is necessary, the \$25.00 registration fee will also be required. If your child does not receive care on Friday (exception: illness), payment must be made on the last day that your child attends for the week.

KCDC strives to work on a case-by-case basis with any family having difficulty meeting its childcare requirements. If you have questions or concerns regarding tuition, please talk with the Director.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected transactions will be charged a fee of \$25. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$10 for every 15 minutes after closing will be added to your tuition in Procure. Failure to pick up your child within 30 minutes of closing may result in staff contacting Children and Youth Services for abandonment.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Additional Fees/ Credits

- **Vacation** - Vacation time can be used if written notice is given in advance for the days the child will not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.

Credits & No Credits

- **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of the child's doctor, the absence is considered excused. A written doctor's note is required to receive a credit. If your child is sick:

3 consecutive days, 50% of weekly tuition is due

4-5 consecutive days, no tuition is due.

If your child is sick for more than one week, 25% of weekly tuition will be due in order to "hold" your child's place in care. Other decisions will be at the discretion of the Director.

- **Credit will not be given for Sick Days** –Sick days are considered in determining tuition and are not refundable without a written doctor's note (see above).
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

Attendance & Withdrawal

Absence

If your child is going to be absent or arrive after 9am, please use Class Do Jo to notify the classroom teacher or call us at 717-273-3005. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us by 8am at 717-273-3005

Vacation

Families who pay for full-time care on a **weekly** basis are given one week of vacation per calendar year. Families who pay on a **monthly** basis have one free week of vacation already built in to the monthly tuition. Vacation days only apply if your child is enrolled full-time. Vacation forms should be completed and turned in to the office two weeks prior to the vacation. Part-time families must pay the regular tuition prior to being absent for vacation.

Holding Fee:

If your child will not be attending the center for an extended amount of time, 50%of weekly tuition will need to be paid prior to each week that care is not needed or 50% of the monthly cost of care at the beginning of the month. For example, if you withdraw your child for the summer months, June - August, 50% of the child's weekly tuition will be due each week as a holding fee for that spot.

Withdrawal

A written notice, two weeks in advance, is required by the center when a child is being withdrawn. If you withdraw with less than two weeks' notice, you are required to provide two week's tuition.

Termination:

KCDC may terminate care for a student for challenging behavior, non-payment of tuition, failure to submit required paperwork, or parent/staff conflict.

Record Keeping and Access

A personal file is kept for each child who attends the center. State regulations require us to have emergency information, a tuition agreement, a health appraisal with updated immunizations, a first aid treatment consent form, and a Child Service Report (to be completed every 6 months by the child's teacher) on file. Parents are also required to update their child's information as it changes or at a minimum of every six months. Summaries of parent conferences and casual conversations, progress reports, accident/injury reports (Incident Report), and other papers may also be found in the child's file. Information concerning each child is held confidential.

The records kept by the facility are the property of the facility. If a parent would like to review his/her child's file, he/she should contact the Director for an appointment to review the file with the Director. The facility will provide copies of the file (health assessments, etc.) to the parent when the child leaves care if requested in writing by the parent.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on ABC 27, CBS 21, WJTL 90.3FM and WLBR 1270 AM, and the KCDC Facebook page.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 6 AM. Please do not drop-off your child prior to the opening. It is a Department of Human Services (DHS) regulation that you check your child in and out of the center each day. KCDC is not held responsible for your child if he/she is not checked in upon arrival. Parents are required to accompany their children to their classroom and notify his/her teacher of the arrival. We close at 6 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Parking Lot Safety

- When dropping off or picking up your child, please turn your car off and take your keys out of the ignition. Car engines left running unattended are a huge safety risk for the children and parents who are coming in and out of the center.
- Children should never be left in a car unattended. Any younger or older siblings should accompany families into the center.

- Young children can move quickly and do not always have awareness of moving vehicles. Please drive slowly when entering and exiting the parking lot.

Cell Phone Usage

The time you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child for as long as possible, but if after 30 minutes we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, diapers, wipes. Pacifier (if used), crib sheet, sunscreen, and at least 2 changes of clothes. All items must be labeled with the child's name or initials. Any breastmilk must be dated.
- **Toddlers:** three clean sippy cups, diapers, wipes, crib sheet, blanket, large pillowcase, sunscreen, and at least two changes of clothes. All items must be labeled with the child's name or initials.
- **Older Toddlers:** diapers, wipes, crib sheet, blanket, diapers and wipes (if applicable), sunscreen, and at least two changes of clothes or more if potty-training. All items must be labeled with the child's name or initials.
- **Preschoolers:** crib sheet, blanket, large pillowcase, sunscreen, **and** one change of clothes, socks and shoes. All items must be labeled with the child's name or initials.
- **Kindergarteners:** sunscreen and at least one change of clothes, socks and shoes. All items must be labeled with the child's name or initials.
- **Before/After School Care & Summer Camp Children:** books for homework, appropriate play clothes, sunscreen. All items must be labeled with the child's name or initials.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets will be sent home weekly or as-needed and soiled clothing will be sent home on an as-needed basis for laundering and should be returned to the center.

Cubbies

Upon enrollment each child will be assigned a “cubby.” Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the main entrance of the daycare. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

Your child may bring in a stuffed animal for quiet time. The item will only be allowed out at quiet time and should fit in your child’s cubby.

NUTRITION

Food & Nutrition Services Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.

- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
Bean & cheese dip Tortilla chips (crackers) Tropical fruit salad Broccoli Milk	Chicken strips Whole Wheat Roll Orange wedges Broccoli Milk
Cheese quiche Fresh fruit cup Broccoli Milk	Whole Wheat Macaroni & Tuna Salad Green Beans Carrots Milk

Food Prepared for or at the Center

Food served at the center will include 3 food groups for breakfast, 4 food groups for lunch with age appropriate portions and possible seconds available. Infants are required to have an infant feeding/formula schedule completed and updated by the parent until the child is 13 months of age.

Food Allergies

KCDC is a peanut-free center. Food sent with your child for lunch or as birthday treats may not contain any peanut products. If your child has a food allergy, you must have your child's doctor complete a Medical Plan of Action Form so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Meal Time

KCDC will provide infants with formula and baby food. Families must provide bottles, bibs, etc. Families may choose to provide a different formula than the center's choice as well as additional food and snacks if desired.;

At meal time the tables are set with plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Monthly menus are distributed and posted for viewing by family members.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.

- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to one month.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child’s family.

Children 24 Months and Older

- No child shall go more than 3 1/2 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: whole hot dogs, whole grapes, peanuts, popcorn, and hard candy.

School Aged Participants

- Before and after school child care participants will be offered breakfast and a snack each day. Please make sure your child has arrives by 8:15 AM to ensure adequate time to eat breakfast before going to the bus stop. Lunch will be provided on days school is not in session. Summer Camp is available during the summer months for school-age children who have completed first through fifth grade.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to state regulations. Children under 2 years of age should have physicals every 6 months. Children 2 and older must have physicals every year. School-age children should submit copies of school physicals when required by their child’s school. A copy of your child’s physical should be received before but must be received no later than 30 days after your child begins the program. Families are responsible for keeping their child’s physicals up-to-date and providing a copy of the results of the child’s health assessment to the program.

Incident Reports:

Incident reports will be completed by staff as soon as possible for any accident, injury, illness or challenging behavior occurring at the facility. Parents will be asked to sign a copy of the incident report. One copy will be given to the parent and one will be placed in the child's file for on-going documentation.

Hand Washing

Hand washing is an imperative action in our fight against illness and the spread of germs. Please have your child wash their hands upon entering the center and/or classroom each day. In an effort to teach healthy living to our children, they are required to wash their hands at certain times throughout the day. Hand sanitizer is also available next to the hall bathrooms when entering the center for your convenience. In addition, staff are also required to wash hands several times throughout the day. KCDC encourages parents to help teach their child proper hand washing techniques at home as well.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to pick-up your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she may be excluded from activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (101°F or higher) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet, and/or more than 2 times during the previous 24 hours.
- Vomiting –More than 2 times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;

- The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the child's main classroom and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a form signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician and a parent/ guardian. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen, chapstick and insect repellent require a note signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever the weather permits. Girls wearing dresses should please wear shorts or leggings underneath.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. Please be aware of drawstrings on children's clothes and consider removing them as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 90 °F or less than 25 °F degrees. Additionally, outdoor play will be greatly reduced or cancelled in the presence of an air quality alert dependent on the recommendation of the alert.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions such as handwashing before and after water-play use are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained staff member in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken immediately to the hospital by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by

the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Security

KCDC is a locked facility. All families will be given a key fob for entry. Key fobs cost \$5 which will be refunded when the key fob is returned. If you have trouble with your key fob please see the Director for assistance. Please do not prop doors open or hold doors open for other families. Every enrolled family has its own key fob and can gain access to the center. Propping or holding a door open may allow an intruder or otherwise "unwelcome guest" into our facility.

Safe Sanctuary

As a ministry of Kochenderfer UMC we are required to follow the Safe Sanctuary Policy. This policy is a set of guidelines to ensure all children's safety while in the church facility. A copy of this policy was given to you in your welcome packet.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all suspicions of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with smoke/ carbon monoxide detectors, fire extinguishers, emergency air horn, and rolling cribs. In compliance with state regulations, fire and other emergency drills will be conducted every 30-60 days. All staff members are trained annually in fire safety.

Emergency Evacuation Plan

In the event of an emergency, KCDC staff will take all children to a designated area based on the type of emergency. The safe areas for emergencies are the inside hallway, the far end of the rear parking lot, the church's pavilion, and if necessary, Ebenezer Elementary School. In the event we need to relocate, the Director will contact the radio and news stations listed previously (see Cancellations/ Postponements). Children will not be released to parents until all children and staff are accounted for by the Director. The staff members will call parents with information for pick-up. In any emergency situation, we ask that parents do not try to call the center but wait for instructions via news media or the Director.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our center policies not included in this handbook are reviewed annually and updated as needed. They are available for review upon request to the center director.

Grievances

Questions regarding policy, overall program, or individual staff members should be addressed to the Director. Every attempt will be made to resolve your concern. If an adequate response is not given, or a resolution to a problem is not reached, the parent should then redirect his or her concerns in writing to the KUMC Lead Team or Senior Pastor.

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your child from our care.

KCDC ORGANIZATION

KUMC Senior Pastor / Lead Team

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Director

-

Group Supervisors

Assistant Group Supervisors

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know your child(ren) and your family.

I have received the Kochenderfer Christian Day Care Family Handbook, and I have reviewed the family handbook with a member of the Kochenderfer Christian Day Care staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Kochenderfer Christian Day Care Family Handbook that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date

FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Back to School Night
- Holiday Gatherings
- Fall Festival
- Family Picnics

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Family Teacher conferences